



INSURANCE DEPARTMENT
JOB OPPORTUNITY
INSURANCE ASSOCIATE EXAMINER
Market Conduct Unit

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: The Public

Location: 153 Market Street, Hartford, CT

Job Posting No: 00009108

Hours: Full-time (M-F) – 40 hours/week

Salary: (AR 26) \$76,373- \$98,224 (new hires to state service starts at the minimum salary range)

Closing Date: April 14, 2017

Please Note: This vacancy is open to anyone who meets the experience and training (E&T) requirement listed below*. Applicants must be very specific in their Application for Employment -CT-HR-12 how they meet the E&T requirements for the vacancy. For this vacancy there is no exam required. The CT-HR-12 will be used to determine your eligibility for appointment.

The Connecticut Insurance Department is anticipating to fill an Insurance Associate Examiner vacancy in the Market Conduct Unit to Conducts investigations, institutes special studies, and prepares and/or reviews reports and related information to evaluate policies, procedures, and practices to ensure insurance carrier's business practices are compliant with Connecticut requirements. Specialized work involving research, analysis, evaluation, and reporting of statistical data. Determines sources for obtaining data and identifies trends; corrects, adjusts, and interprets data.

Preferred Skills/Experience:

The ideal candidate will have:

- Ability to interpret insurance laws, regulations, and guidelines
- Knowledge of business practices and operational procedures of insurance companies
- Proven working experience as a data analyst or business data analyst
- Strong analytical skills with the ability to collect, organize, analyze, and disseminate significant amounts of information
- Attention to detail and accuracy
- Experience using spreadsheet software
- Strong interpersonal skills

Knowledge, Skills and Abilities: Considerable knowledge of and ability to interpret insurance licensee law, regulations and guidelines; considerable knowledge of accounting and auditing principles and practices; considerable knowledge of business practices and operational procedures of insurance licensees; considerable knowledge of policy contracts and forms; knowledge of methods and procedures for conducting investigations and examinations; knowledge of and ability to interpret and apply insurance statutes, regulations and bulletins; knowledge of insurance rates and rating procedures; some knowledge of contract and property law; considerable interpersonal skills; considerable oral and written communication skills; ability to calculate complex mathematical formulas; ability to utilize computer software; some supervisory ability.

General Experience: Seven (7) years of experience in one or more of the following areas: claims, claims adjusting, sales, underwriting, contract development, actuarial work or agency services within the insurance industry OR governmental regulation of the insurance industry OR governmental examination of financial condition of insurance companies

Special Experience: One (1) year of the General Experience must have been in a professional capacity. Professional capacity will be interpreted as work requiring the exercise of independent analysis and judgment in the application of professional principles and practices of underwriting, actuarial work or product development in the insurance industry or of government regulation of insurance policy forms and/or rates.

NOTE:

For State Employees, this is interpreted at the level of Insurance Examiner or Insurance Examiner (Examination and Market Conduct).

Substitution Allowed: 1. College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equalling one-half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree. 2. A Master's degree in insurance, business administration, economics or a closely related field may be substituted for an additional year of the General Experience. 3. A Certified Life Underwriter (CLU) or Certified Property and Casualty Underwriter (CPCU) designation may be substituted for an additional year of the

Special Requirement:

1. Incumbents in this class may be required to travel.
2. Incumbents in this class may be required to possess and retain a valid Motor Vehicle Operator's license.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, and an Application for Employment [CT-HR-12](#) to:

**Connecticut Insurance Department
Human Resources Division
P.O. Box 816
Hartford, CT 06142-0816**

Incomplete Application packages will not be considered and must be received or be postmarked by the close of business on Friday, April 14, 2017. We are unable to confirm receipt of applications.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.

If you are requesting special accommodations under the provisions of the Americans with Disabilities Act (ADA) please contact Patty Tiberio at 860- 297 - 3932 or at patricia.tiberio@ct.gov